



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 03-34

M e m o r a n d u m

Date: July 2, 2003

To: Directors of Special Education
Charter School Administrators
Secure Care Facility Administrators

From: Peggy Staples
ESS Data Management Specialist

RE: ***REMINDER: 2002-2003 Annual Special Education Data Collection – due date less than a month away!***

All Public Education Agencies (PEAs) are expected to file their Annual Special Education Data Collection electronically, utilizing the Common Logon to access the online application. The Annual Special Education Data Collection online application has been available under the Common Logon since April 1, 2003. This is a reminder as many schools and district offices are closed for the summer and this required data is due to ADE/ESS by **July 31, 2003**.

The Annual Special Education Data Collection consists of the following components: **personnel, exit, discipline, IEP goals, and performance indicators**. *Child Identification and Private/Home School data is no longer required to be reported.*

If you belong to a cooperative, please do not ask your Cooperative Coordinator to submit your data. It is each PEA's responsibility to submit individual data. District sponsored charter schools are no longer required to submit their data individually. The sponsoring district must collect this data and report as one of their schools. **If there are no students that qualify for inclusion on this application, you will still need to alert ADE/ESS Data Management in writing.**

The Office of Special Education Programs (OSEP) requires this data in order for the state to receive Part B IDEA funding. Therefore, *failure to promptly submit your data may cause an interruption of your federal funds.*

All online submissions are due by **July 31, 2003**. A downloadable form will be available *upon completion of all data sections*, to provide your mandatory signature attesting to the accuracy and validity of the data submitted. Please return this form to the Data Management Specialist at the address below or fax to (602) 364-1999.

If you have any questions regarding this data collection, feel free to contact either Peggy Staples at 602-364-4024 or via email: pstaple@ade.az.gov or Nicole Armstrong at 602-364-0504 or via email: narmstr@ade.az.gov.

cc: County Superintendents
Regional Training Centers
Dorothy Wodraska, Juvenile Justice Services of AOC